



Fire Policy

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Fire Safety Policy

Policy Statement

Pontesbury Parish Council (from here onwards referred to as the company) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors and any other relevant persons who may visit its premises, or who may be affected by its activities or services. The company takes its fire safety duties seriously, for that reason, this Fire Safety Policy has been formulated to help the company comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Fire Safety Order [FSO]).

Policy Scope

The policy is relevant to all employees the company, visitors, contractors and any other relevant persons who may be on the premises, or who may be affected by its activities or services.

Policy Purpose

This policy addresses our obligation under the FSO that requires the company to:

- Develop a policy to minimise the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide effective means of escape
- Demonstrate preventative action
- Maintain documentation and records in respect of fire safety management

Policy Details

To achieve these aims, the company will provide and maintain:

- A nominated 'Responsible Person' the 'Responsible Person' is **Parish Clerk**
- A suitable organisational structure with clarity in the roles and responsibilities each person has with regards to Fire. (Further detail of the responsibilities for implementing the Fire Policy, and the arrangements, procedures and operating standards in place, will be described in the 'Responsibilities, Arrangements and Guidance' document attached as an Appendix to this Policy.)
- Suitable companywide arrangements for:
 - a. Identifying fire hazards and managing risks (Fire Risk Assessments)
 - b. The provision, testing and maintenance of fire the fire alarm and detection system, emergency lighting, the firefighting equipment and any other protection measures in place
 - c. Reviewing, updating and testing the Fire Emergency Plan
 - d. Maintaining documents and records
- Information and training to staff relevant to their roles and responsibilities in relation to fire.

Monitoring and Review of Policy

The Policy will be reviewed by the company every two years (more frequently if necessary). The review and suggested amendments will be initiated by Responsible Person and submitted to the Directors for ratification purposes.



Responsibilities, Arrangements and Guidance

Organisation and Responsibilities

The Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must ensure that competent persons carry out Fire Safety Risk Assessments and ensure the safety of the staff and any person who may legally come onto the property and of anyone not on the premises but who may be affected by activities on the premises.

Within this company the ultimate 'Responsible Person' is **the Parish Council**. The day to day responsibility for ensuring the management of fire safety risks is delegated to **Debbie Marais, Parish Clerk/Anna Lawson, Building Assistant**.

The day to day Responsible Person will need to receive regular reports from competent persons in order to fulfil this responsibility.

The Responsible Person Duties:

- Ensure that any problems associated with the fire protection systems and associated equipment are addressed
- Make reports to the Directors as required
- Liaise with the Fire Service when required
- Carry out or arrange for Fire Risk Assessments
- Review and maintain fire safety signage
- Seek appropriate fire safety advice regarding changes to existing or planned new buildings
- Update staff on changes to legislation, or other material facts relating to fire safety within the premises
- Organise fire drills
- Review and maintain the following documents:
 - This Fire Safety Policy
 - Copies of the Fire Risk Assessments
 - The Emergency Evacuation Procedures
 - The Emergency Evacuation Plan drawings
 - Records of, weekly and periodic testing and maintenance of fire alarms (delegated to Anna Lawson, Building Assistant)
 - Records of, monthly and annual testing and maintenance of emergency lighting (delegated to Anna Lawson, Building Assistant)
 - Records of, monthly inspection and annual maintenance of portable firefighting equipment (delegated to Anna Lawson, Building Assistant)
 - Records of, all fires and false activations together with associated reports and follow up actions
 - Records of, testing and maintenance of fixed electrical supplies and electrical equipment, storage of hazardous substances and other hazards associated with fire safety
 - Records of, gas safety inspections of all gas appliances



- Records of all staff fire training carried out

Competent Persons

The competent persons under this Policy are:

PSG and the external contractors employed to test fire protection measures.

e.g. fire safety consultant, HSQE Manager, maintenance engineer, fire alarm contractors, fire extinguisher maintenance contractors. etc.

Training and supervision will be provided for nominated competent persons from within the company where required. Other competent persons may be appointed or hired for the purposes of advice on technical issues or maintaining fire protection measures.

Fire Wardens

Anna Lawson, Building Assistant and Beverley Link, Library Branch Manager are trained as Fire Wardens

The Warden duties include:

- Assisting in evacuations
- Arranging for a PEEP (Personal Emergency Evacuation Plan) for anyone who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.
- Giving information to new staff on induction regarding:
 - Fire Safety
 - Emergency Evacuation Procedures
 - Staff responsibilities
- Reporting any fire hazards to the Responsible Person.

All Staff

All Staff are responsible for:

- Taking reasonable steps to ensure that they do not place themselves or others at risk of harm. In the normal course of their work all staff will ensure that:
 - Exits and exit routes clear
 - Extinguishers have not been removed or obstructed
 - Fire signs and notices are not removed or covered over
- Co-operating fully in complying with any procedures that the company may introduce to protect the safety and well-being of all staff and visitors
- Assisting with the Fire and Emergency Evacuation procedures as required
- Reporting any hazards, defective or missing fire safety equipment to the Warden or Responsible Person
- Ensuring the Warden or Responsible Person is made aware if they may require a PEEP (Personal Emergency Evacuation Plan) or special arrangements during an emergency evacuation of the building

Communication

- The company will ensure that any person it employs (directly or indirectly) is provided with all relevant information related to fire safety and consult with employees on matters of fire safety policy and arrangements



- Staff will be informed of any changes that are made to the fire safety procedures and fire risk assessments
- Fire safety information will form part of the induction training for new members of staff
- The company will also ensure that all visitors to the premises will be given information regarding the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

General Fire Protection Measures

The company will put in place procedures and protection measures in order to maintain high standards of fire safety and will ensure:

- The fire and emergency evacuation procedures are kept up to date
- All staff are given training, including fire safety information, by **Parish Clerk** as part of the induction process, and will receive refresher training as appropriate
- All regular visitors have an overview of the emergency evacuation procedures explained to them on arrival at the premises
- Personal Emergency Evacuation Plans (PEEPs) are in place for those who may need assistance or special arrangements during an emergency evacuation
- Key staff are trained in the use of fire extinguishers
- All escape routes are established, kept in good order, and free from obstruction at all times
- The operation of fire exit doors is tested and recorded in the fire log on a six monthly basis
- Appropriate Firefighting equipment is provided
- An appropriate fire detection and alarm system is provided
- Emergency lighting is provided where applicable
- All fire related equipment is regularly tested, serviced and maintained by competent persons or contractor in accordance with appropriate standards
- Appropriate signs and notices are displayed, giving clear instructions to staff and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes

Risk Assessments

- Competent Persons carry out Fire Risk Assessments (FRAs) at regular intervals in accordance with The Fire Safety Order. FRAs should also be reviewed if there has been any significant change in the physical layout of a building or a change of use.
- The in-house Competent Persons may require external assistance when carrying out FRAs and may contract competent companies to do this work.
- The FRAs must take into consideration everyone who may come on to the premises. Particular attention will be paid to people who may have a disability or anyone with special needs.
- Heads of Department have a duty to be aware of all hazardous substances and other hazards in their areas and ensure these are incorporated into the FRAs by making this information available to those who carry out Fire Risk Assessments.